

~~CONFIDENTIAL~~Nominations for
Annual Awards

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21 June 1968

MEMORANDUM FOR: [] Chief, SSS

SUBJECT : Nominations for 1969 Paperwork Management Award

1. Concerning the nominations for next year's Paperwork Management Award, I am particularly anxious to improve the moral and cooperation of the working level of Records Management Officers and I feel the objective of this Award can serve this purpose for us very well. Therefore, I would like to have the opportunity to submit to the 1969 Awards Committee two of our outstanding and more productive Records Officers for whom we can provide adequate information to substantiate the nominations of:

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[]
Records Management Officer
Office of the Director

and

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[]
Head of the Agency
Forms Management Program

2. I have been contacted by the Agency Awards Office and was told that a phone call would suffice to put these two possibilities on the list now, and when the documentation is prepared next spring the Agency authorities could complete or cancel the submission at that time.

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3. My personal contacts with the organizations sponsoring the Annual Paperwork Award convinces me that our nomination will be compatible with those of many other Agencies. Our nominations in the past were [] (1965) and [] (1968). Comparable nominations were submitted for those years and they have now reached the working level of the professionals in the field of Records Management.

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4. If you and [] have no objection, I would like to notify our Agency Awards Branch to tentatively place the aforementioned names on their list of candidates for 1969.

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DDS/SSS/RAB [] fms (21 June 68)

CIA Records Administration Officer

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